

Wah Yan College Kowloon
F.2 Computer Literacy Scheme of Work (2016-2017)

Textbook	Nil
Other Resources	

SL: Scheduled number of lessons

AL: Actual number of lessons

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Consolidation and Assessment	Values#
First Term (1/9/2016- 31/12/2017, Weeks 1 to 18)	2	No Lesson					
	4	Introduction Word Processing	Paragraph formatting Table, Section, Header / Footer	2	Word		II
	6	Word Processing	Page formatting Break Table of content	2	Word	Word document	II
	8	Spreadsheet		2			II
	10	Spreadsheet		2			II
	12	Coding		2			II
	14	Coding		2			II
	16	Christmas Exam					
	18	Christmas Holiday					
Second Term (3/1/2017- 16/7/2017, Weeks 19 to 46)	20	Graphics editing		2			II
	22	Lunar New Year Holiday					
	24	Graphics editing		2			II
	26	Graphics editing		2			II
	28	Video Editing		2			II

School Term	Weeks	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/AL	Teaching and Learning Activities	Consolidation and Assessment	Values#
	30	Video Editing		2			II
	32	Ching Ming Festival					II
	34	Easter Holiday					
	36	To be announced		2			
	38	Software suite integration		2			II
	40	To be announced		2			
	42	Final Exam					
	44	Final Exam					
	46	Post examination activities					

* The extended parts should be marked with asterisks. These parts should be more challenging and can be covered when the students can master the knowledge and skills covered in the conventional topics.

Core Values of Wah Yan College, Kowloon

I. Love and care	1. Accept & feel positive about himself 2. Appreciation & Gratitude 3. Empathy & Compassion	4. Forgiveness & Reconciliation 5. Service 6. Family as a basic unit of society; marriage is the foundation of a family
II. Strive for excellence	7. Reflective 8. Commitment 9. Perseverance	10. Curiosity & willingness to learn 11. Value imagination and creativity
III. Respect and Justice	12. Life is valuable and respectable 13. Openness to good in all things 14. Respect for himself & others	15. Integrity 16. Faithfulness
IV. Responsibility	17. Freedom & Self-discipline	19. Social Identities: citizen identity, national identity

	18. Care for the environment	and global citizen identity
V. Faith	20. Experience of God 21. Explore & practise one's faith	22. Appreciate religious liturgies